

REFERENCE BODY  
RETURN TO OFFICE OF  
**OS REGISTRY**  
**FILE** Notices

TRANSMITTAL SLIP		DATE	7 JUL 1978
TO: <b>Director of Security</b>			
ROOM NO.	BUILDING <b>G-E-31 Hqrs.</b>		
REMARKS:			
OS 8 1824			
FROM:			
ROOM NO.	BUILDING	EXTENSION	

FORM NO 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

OS 8 1824

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MEMORANDUM FOR: Component Plans Staffs

FROM :

Chief, Regulations Control Branch  
Information Systems Analysis Staff

SUBJECT : Expired Agency Notices

OS REGISTRY  
FILE *Notre*

1. For several months the Regulations Control Branch as a courtesy has been notifying originators when their published notices expire. To avoid possible misunderstanding, we wish to emphasize that this is strictly a courtesy and that originators are responsible for monitoring expiration dates, which usually are one year after publication.

2. If an originator wishes to extend a notice beyond the expiration date, the Regulations Control Branch should be notified at least one month in advance. This will allow time to obtain DDA approval and to publish the notification of extension. (Once expired, a notice cannot be extended.) *(it will get a new number)*

3. Generally, extension is considered the easiest method to keep a notice current, but it is the least satisfactory because such notices remain in the manuals of the custodians and are not recirculated to Agency personnel. One justification for extension is that it provides a little more time to update and incorporate the material into a pending revision of a regulation or handbook.

4. Sometimes it is appropriate to update and republish an expired notice as a reminder to employees of useful current information. Such a notice will bear a new date and number. Nevertheless, notices are considered to be transitory in nature and it is general policy that material of lasting value be incorporated into a regulation or handbook. This policy has been followed reasonably well in the past and by continued cooperation the integrity of the regulatory system can be preserved.

cc: C/ISAS

OS 8 1824